

**TRAINING
INSTRUCTOR
GS-1712-07**

**ADMINISTRATIVE
SUPPORT**

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Training Instructor, GS-1712-07

Purpose of position:

Serves as a training instructor responsible for the direct delivery of instruction or training services of a nonprofessional nature.

Organization:

Admin Support Branch

Organization goals:**II. MAJOR DUTIES****A. Duty (Critical):**

Prepares course material for short, repetitive, and normally highly structured courses or a designated unit of a longer and more complex course. Suggests changes of a primarily procedural nature. Occasionally makes substantive recommendations. (5%)

Tasks:

1. Reviews course material to ensure currency, adequacy, and accuracy of course documents.
2. Develops basic course materials such as study guides, visual aids, simple simulations (mock ups and models), written tests, proficiency charts, training aids, and course outlines.
3. Suggests changes of a procedural nature, and occasionally makes substantive recommendations to accommodate changes in student population, training requirements, equipment, tactics, or organizational structure.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7

B. Duty (Critical):

Develops and updates lesson plans for short repetitive courses or assigned units of a longer course. Lesson plans are typically very structured and require few recurring modifications. (5%)

Tasks:

1. Prepares daily lesson plans using standardized programs of instruction and instructor guides which prescribe course and unit objectives. Ensures lesson plans include and employ basic instructional techniques and tactics.
2. As course material is updated, revises lesson plans to include new material.
3. Follows daily lesson plans, deviating only for unavoidable circumstances.

Makes routine adjustments for unscheduled delays to minimize disruption to established course schedules.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7

C. Duty (Critical):

Conducts classroom and field instruction for short, repetitive, and typically highly structured courses in shipboard aircraft firefighting techniques. Acts as lead instructor by training and coordinating the assignments of a team of government firefighter instructors. Courses are conducted on and off station. Consequently some travel is required. (60%)

Tasks:

1. Using standardized, well-established methods such as discussion, demonstration, and practical application, presents subject matter material to students.
2. Ensures teaching supplies, equipment, field site and classrooms are available and operational at the allotted time and are properly maintained.
3. Uses training aids such as training models and devices to enhance training outcome.
4. Controls decorum of classroom, acting upon routine instances of distraction or disturbances. Reports student absence and tardiness.
5. During field instruction, ensures students are knowledgeable of potential dangers from equipment and field hazards.
6. Monitor water and propane tank and level.
7. Operate equipment in strict compliance with federal and state laws and regulations.
8. Shutdown, secure and clean up fire training pit area, equipment and facilities following completion of live fire training.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

D. Duty (Critical):

Using standardized methods and procedures, monitors and evaluates student progress in short, repetitive, and usually highly structured courses. (20%)

Tasks:

1. Prepares and administers formal and informal tests or quizzes. Reviews them for accuracy and appropriateness of material coverage and student understanding of the material.
2. Observes student classroom activities and participation. Maintains attendance information.

3. As necessary, counsels students in the areas of performance, deportment, attitude, or participation. Upon completion of counseling, completes appropriate form with recommendations and submits to supervisor.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A8

E. Duty (Critical):

Monitors and evaluates training course effectiveness for short, repetitive, and usually highly structured courses. (10%)

Tasks:

1. Monitors effectiveness of instruction throughout course and makes minor adjustments when problems occur.
2. Primarily makes recommendations for changes in course procedures.
3. Provides supervisor with analysis of overall effectiveness at course completion.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A8

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Knowledge of training techniques, e.g., providing examples, demonstration, of equipment and/or process, eliciting appropriate experience, hands-on drills, sequence, academic counseling, simulation, gaming, and tutorial
2. Knowledge of specialized subject matter directly related to assigned course of instruction
3. Knowledge of Security, Safety, and Environmental Requirements
4. Ability to interpret technical data and prepare training materials. For example, employee must be able to interpret schematics, blueprints, and operating instructions to develop training material
5. Ability to plan and organize work
6. Ability to communicate orally
7. Ability to evaluate course content and effectiveness
8. Ability to recognize and address student learning problems

B. Basic Training Competencies:

1. Knowledge of training techniques, e.g., providing examples, demonstration, of equipment and/or process, eliciting appropriate experience, hands-on drills, sequence, academic counseling, simulation, gaming, and tutorial
2. Knowledge of specialized subject matter directly related to assigned course of instruction
3. Knowledge of Security, Safety, and Environmental Requirements
4. Ability to interpret technical data and prepare training materials. For example, employee must be able to interpret schematics, blueprints, and operating instructions to develop training material
5. Ability to plan and organize work

6. Ability to communicate in writing
7. Ability to work harmoniously with all levels of personnel inside and outside the Department of Defense (For example, the employee must interrelate with military and civilian personnel on and off the installation and deal with a diverse student population, other training instructors, vendors, and contractors)
8. Ability to communicate orally
9. Ability to evaluate course content and effectiveness
10. Ability to recognize and address student learning problems

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. Practical knowledge of assigned subject-matter in order to conduct highly structured, short, repetitive courses or course units. This knowledge is also required to make recommendations for procedural course changes.
2. Knowledge of the basic methods and techniques of instruction in order to conduct short, repetitive, highly structured courses.

Factor 2. Supervisory Controls

The instructor independently carries out highly structured training sessions within the prescribed course framework. The instructor is responsible for making suggestions for procedural modifications to courses. Courses are audited and periodically evaluated by higher level instructors.

Factor 3. Guidelines

Instructional guidelines such as DoD, agency, command, and local regulations, manuals, and policy information are immediately available and apply to most situations. Commercial or vendor-supplied equipment diagrams, schematics, etc., and/or product publications are straight-forward and require little interpretation. Changes to course material are infrequent, and significant deviations are referred to the supervisor.

Factor 4. Complexity

The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature.

Factor 5. Scope and Effect

Performs routine tasks involved in teaching short, repetitive, and structured courses. Facilitates the work of others, mostly other instructors of similar courses.

Factor 6. Personal Contacts

Personal contacts are with students in assigned course of instruction, other instructors in same department, and other employees in immediate area. There are some contacts outside the immediate area, but the situations are usually very structured.

Factor 7. Purpose of Contacts

Purpose of contacts is to obtain, clarify, or exchange facts or information, such as to request schematic drawings from the product manufacturer.

Factor 8. Physical Demands

Work is sedentary with little physical exertion.

Factor 9. Work Environment

The working environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, classrooms, and meeting and training rooms.

V. CLASSIFICATION SUMMARY**In this position:**

The supportable grade is GS-07 because 100% of the work is at or above the GS-07 grade level. 100% of the duties are at the GS-07 grade level.

- Duty A. 5% GS-1712-07 Training Instructor
Course Material Research, Development, and Update
- Duty B. 5% GS-1712-07 Training Instructor
Lesson Plan Development and Update
- Duty C. 60% GS-1712-07 Training Instructor
Classroom, Laboratory, and Field Instruction
- Duty D. 20% GS-1712-07 Training Instructor
Student Monitoring and Evaluation
- Duty E. 10% GS-1712-07 Training Instructor
Course Monitoring and Evaluation

List of Modified Duties and Factors:

Duty C. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty E. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

The classification criteria is contained in the OPM Position Classification Standard (PCS) for the Training Instruction Series, GS-1712 (TS-104, dated May 1991). The grade level criteria is contained in Part I of the OPM Grade Level Guide for Instructional Work (TS-90, dated March 1989).

GS-07

Grade: GS-07

VI. CLASSIFICATION REMARKS:

Duty C & E were modified to provide a more specific task description that that provided by COREDOC. The modifications do not impact the grade or classification of this document.